APPRENTICE GUIDE

The following training document will describe information regarding apprentice setup, validations and controls within LCPtracker. This guide will explain apprentice steps taken by both a database Administrator (Admin) and a Contractor. We will go through and outline the following steps within this guide:

- Adding Apprentices as a Contractor
- Adding Apprentice rates as an Admin
- Utilizing eDocuments to store applicable apprentice documents for both Admins and Contractors
- Approving an Apprentice within LCPtracker as an Admin or Prime Approver
- Apprentice Reports for both Admins and Contractors

As an Admin, you will be responsible to determine the process for how apprentices will be handled within your database. We recommend that you use the full functionality of LCPtracker for managing your apprentices. Before continuing with this instructional guide, we recommend that you consider the following:

- Are apprentices included in your State/County/City/Local prevailing wage program? If so, then they are likely included on your prevailing wage determination and you do not have to determine their wage rates or fringe rates. If this is the case, you can skip through to the approval and/or reporting sections.
- Are you utilizing a Federal wage determination on your project? If so, then apprentices are not included on your wage determinations, and you might need to review all sections in this guide.

Knowing the answers to the above questions will drive the process you follow. Keep in mind that apprentice programs may change from Agency to Agency, and State requirements may be very different from Federal requirements.

ADDING APPRENTICES AS A CONTRACTOR

CONTRACTOR STEP:

As a Contractor, there might be occasions where you have apprentices or are required to have apprentices work on your project. In either case, there are specific steps you need to follow when entering employee apprentice information in LCPtracker. As mentioned in the beginning, you will need to understand how your Project Administrator, or the Prime Contractor handles apprentices before you proceed.

Federal projects
If you are working on a direct federal project (Davis-Bacon Act - DBA) or a federally assisted project (Davis-Bacon Related Acts – DBRA), please note that apprentices are not included on the wage determinations. In this case, you as a contractor will need to work with your Project Administrator or

Prime Contractor to understand their process for requesting that your apprentice classification, wage rates and fringe rates get added to LCPtracker.

State/County/City/Local projects

If you are working on a project where DBA or DBRA does not apply, then there is a chance that the apprentice classifications, wage rates and fringe rates are already included on the applicable wage determinations. You will need to work with your Project Administrator or Prime Contractor to understand their apprentice program, and if there is a process for adding apprentices to LCPtracker or if they are already there.

Regardless of which type of project you are on, it is recommended that you as a Contractor enter your apprentice information within the employee setup. The information you enter for your apprentice will NOT carry down to the Certified Payroll or be used for prevailing wage verification. This is strictly informational and does not impact other areas of the system.

1. Go to the Set Up tab.

2. Click on "Add/Edit Employee"
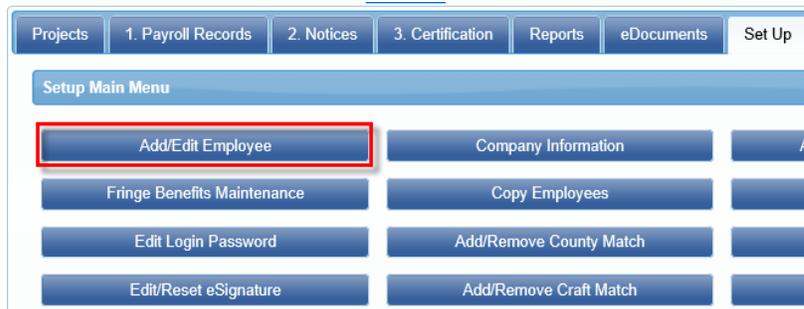
3. Enter all required employee information as denoted by the red asterisk.

4. Once you get to the section marked "Apprentice Information", it is recommended you add the following information:

   a. Apprentice ID,
   b. Apprentice Rate Percentage (50%, 75%, 90%, etc.), and
   c. Apprentice Period/Step/Level (3rd period, 4th step, 2nd level, etc.)
   d. Choose Apprentice/Training Program from the dropdown list, if one exists
   e. Enter the Apprentice Registration date

5. Complete the additional employee setup, then click "Save"

6. If your Project Administrator or Prime Contractor requires proof of apprentice certification and their program information, navigate to the eDocument section and click on "Upload Documents".
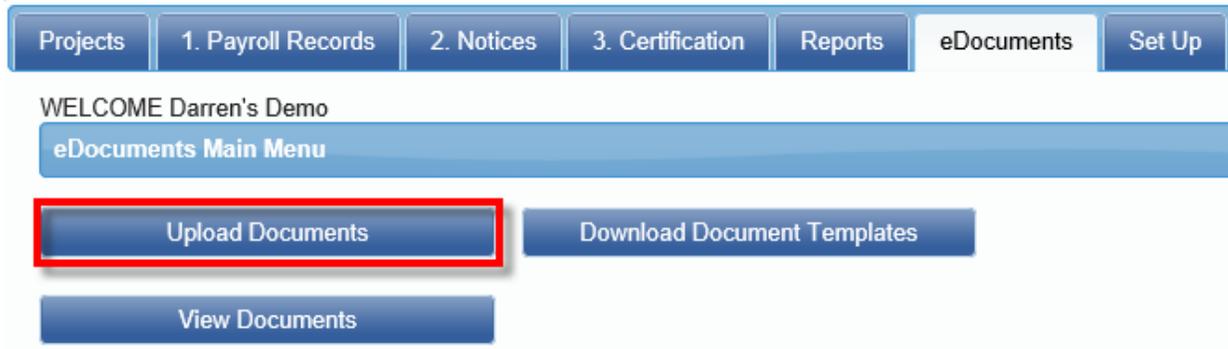
7. Attach the required apprentice documentation in eDocuments. At a minimum, a copy of the apprentice Certification showing their registration and expiration dates should be uploaded. Required apprentice documentation might be different based on specific Agency/Program needs. Examples of additional documentation required/requested could be:

- Status letter showing percentage of program employee has completed
- Apprentice program/Collective Bargaining Agreement pages that show how apprentice fringes are paid
- Union dispatch that lines out what step in program apprentice is currently and/or current wage rate
- For California: DAS 140 and 142

Make sure you fill out the following information when uploading an eDocument:

a. Choose project name from the dropdown list
b. Choose document type from the dropdown list
c. Enter the document date (this is typically the date of apprentice registration)
d. Enter the apprentice expiration date (Federal program typically expires every 90 days; CA expires in one year, etc.)
e. Enter a description of the document if you choose
f. Select the name of the applicable employee
g. Select your file to upload from your desktop
h. Enter your eSignature
i. Save and upload document

ADMINISTRATOR STEP:

LCPtracker Database Administrators (Admins), whether from an Agency or a Prime Contractor, can add new or missing apprentice classifications and their corresponding wage/fringe rates to the system. This section will walk you through the steps you need to take. (Note: It is likely that a Contractor has contacted you at this point to ask that their apprentice classification be added to the database, because they cannot pay their employee anything less than the journeyman prevailing wage/fringe rate that is listed in the system.) Depending on how your program is setup, you likely must add the classification and wage/fringe rates into LCPtracker. Next you will "approve" their apprentice so that they may certify their payrolls. (The steps for the approval process are in the next section).

As mentioned in the beginning, you need to understand the apprentice program you are working with before you proceed further. Keep in mind that prevailing wage is a minimum wage regulation, and as such, you can pay the wage and fringe rates as a percentage of the prevailing wage and fringe classification that is listed on the wage determination, unless otherwise specified. However, there are programs that will simply accept or add classifications and rates set by a Union Collective Bargaining Agreement (CBA) or the actual Apprentice Training Program.

If you have a wage determination that includes your apprentice classification, percentage, step/level/period, wage rate and fringe rate (such as the OH state prevailing wage program) then you can likely skip this section. If, however, you are working with a Federal wage determination, or something like IL state prevailing wages, you will need to follow the below outlined steps.

Note: before starting, you will need to confirm if your database has Master Wage Lookup turned on or off. If Master Wage Lookup is OFF, apprentice rates can be added to the Project Wage Data tab. If Master Wage Lookup is ON, apprentice rates will need to be added to the Master Wage Data and not the Project Wage Data. You do have the option of creating a separate Master for Apprentices to separate them from your regular rates, but they will need to be added via the Master and assigned to your project. If you need further clarification on this, please contact your LCPtracker project manager.

As an Admin, you will

1. Review the documentation that was submitted by the Contractor for the apprentice. This allows you to confirm that an apprentice is:
   a. Enrolled in a USDOL/State/County/City/Local approved apprentice program
   b. Determine what step, level, period or percentage an apprentice is, and
   c. Determine how the apprentice fringes are paid

2. You will need to perform a calculation to determine apprentice wage and/or fringe rates based on their current percentage according to their program, based on the journeyman prevailing wage and fringe rate.

   a. **Note**: there are four typical ways that fringes are paid:
      i. Paid in full like the journeyman
      ii. Paid at the same percentage as the wage rate
      iii. Paid specifically as listed in the CBA or training program (i.e., $5.00 to H/W, $4.00 to Pension, etc.)

      iv.   Program is silent; meaning that the CBA or training program does not specifically say how fringes are paid. This results in the fringes being paid in full like the journeyman

3. Enter apprentice rates in LCPtracker by doing the following:

   a. Click on Set Up tab

   b. Select the "Prevailing Wage Setup" button
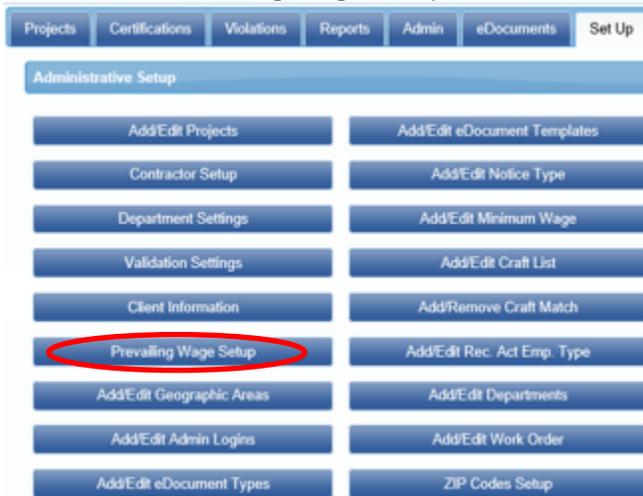
   c. Click on "Add/Edit Project Wage Data" button

   d. Select project from drop down box

   e. Find classification that matches the apprentice and click on the "Copy" button

	State Prevailing Wages - City of Hartford	Hartford, CT	Annual Adjusted Effective July 1, 2016	Residential	ELEVATOR MECHANIC	Trade license required: R-1,2,5,6	$49.000	$29.985	$78.985	$103.490	$127.990	8.00	07/01/2016	06/30/20	Copy	Edit	Delete

4. Add apprentice information/language after the Classification name/description as shown in the below example.

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VERY IMPORTANT: When utilizing Validation 21, it is crucial that the wage classification field has the word "Apprentice" or "Appr" listed in the Classification field for this validation to work correctly. Note: if you utilize the term "Appr." for any other classification need (such as conformances, i.e., "USDOL Appr.") the system will recognize this as an apprentice.

5. Add all applicable wage and fringe rates. We recommend that you leave a note in the "notes" section listing the date you added the classification.

6. Click save.

Now contractors may choose this apprentice classification.

Residential	ELEVATOR MECHANIC	Trade license required: R-1,2,5,6 (Apprentice 55%)

CALIFORNIA APPRENTICE PREVAILING WAGES

The California DOL is committed to publishing the apprentice prevailing wages. They have made significant strides in the last year to do this, but still do not publish all prevailing wage data. The LCPtracker procedure for apprentice prevailing wage data is to not enter the data until a prevailing wage record is required based on a payroll record being entered. Then the LCPtracker staff is automatically notified of the data required and it is looked up (if available) or requested from the DAS. When it is received, it is entered. Standard procedure is to issue a warning notice about such payroll records entered but not checked because of the apprentice wage data not being available yet.

NOTE: If you have a California project that is dual-funded with both State and Federal wages, you will need to upload an apprentice classification under the Federal Wage Determination. Dual-funded projects require a craft and classification be selected from both the State and Federal wage determination. You can approach this in two different ways.

1. You can enter a general apprentice classification to be used for all apprentices which will allow a contractor to select when uploading their apprentice payroll.

Employee *

KINNISCHTZKE, JOSH ▼

[Add Classification] [Cancel] [Next]

Select	Jurisdiction	Location	Craft	Classification	Construction Type	Notes	
☐	Federal Wages - LG Database	SAN DIEGO COUNTY	APPRENTICE	APPRENTICE	Building, Heavy (Heavy and Dredging), Highway and		Delete
☐	California	SAN DIEGO COUNTY	BRICKLAYER	Apprentice Bricklayer 1			Delete

2. You can enter a specific craft and classification that mirrors the actual journeyman craft and classification.

Employee *

KINNISCHTZKE, JOSH ▼

[Add Classification] [Cancel] [Next]

Select	Jurisdiction	Location	Craft	Classification	Construction Type	Notes	
☐	California	SAN DIEGO COUNTY	BRICKLAYER	Apprentice Bricklayer 1			Delete
☐	Federal Wages - LG Database	SAN DIEGO COUNTY	BRICKLAYER	Apprentice Bricklayer 1	Building, Heavy (Heavy and Dredging), Highway and		Delete

UTILIZING EDOCUMENTS TO STORE APPRENTICE DOCUMENTATION
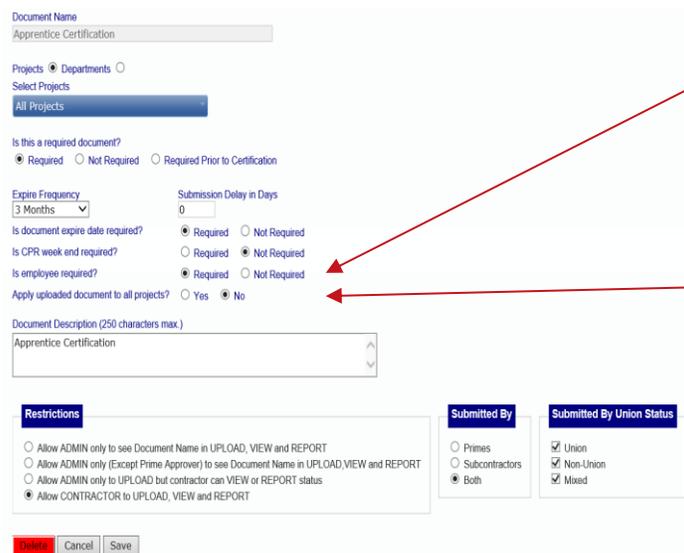
ADMINISTRATOR STEP:

If a Project Administrator has decided to utilize the eDocuments feature for storing the Contractor apprentice documents, you will first need to setup an eDocument type within your database.

1. Go to the Set Up tab

2. Add/Edit eDocument Types

3. Add your Document Name, Project or Department, Requirements for the Document, Description, and the Restrictions you want set per document. (example entry below)

> **NOTE:** It is important to require the "Is Employee Required?" as we have reports to show missing eDocuments by employee as well as making it easier to locate your information.

> You can choose to have an eDocument uploaded to all projects using a "Yes" or if each project must have a separate eDocument select "No".
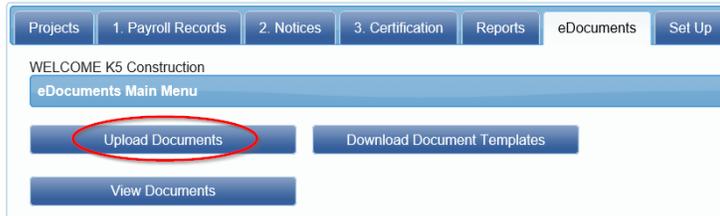
After saving your eDocument type, the Contractor will now be able to select this type within their dropdown and submit the apprentice eDocuments as required.

CONTRACTOR STEP:

The Project Administrator should advise you on the process for uploading your apprentice information. The eDocuments that will be required will be listed in the Contractor database and available to be selected. The steps to upload your eDocuments are as follows:

1. Go to the eDocuments tab

2. Click on Upload Documents

Projects	1. Payroll Records	2. Notices	3. Certification	Reports	eDocuments	Set Up

WELCOME K5 Construction

eDocuments Main Menu

Upload Documents   Download Document Templates

View Documents

3. Enter your Project Name, Sub To, Document Type, Dates as required, Description, Employee and/or Week End Date if required and any comments you would like to add.

Upload Documents

Contractor
K5 Construction

Project Name
-- All Projects --

Sub To | Contract ID
-- All Assignments --

Document Type *
-- Select Document Type --

Document Date *

Expiration Date *

Description

Select employee the document relates to if appropriate *

Week end date the document relates to if appropriate *

Comments

4. Click on Browse to select your file to upload, enter your eSignature Password and click Save

Select the file to upload *   Browse...

E-Signature Password *   Help

Cancel   Save

Once you have uploaded all your required apprentice documents, it is a best practice to notify your Administrator or Prime Contractor that you have now entered your required eDocuments. The next steps will now be completed by the Administrator.

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ADMINISTRATOR STEP:

Once the Contractor has submitted their apprentice documentation to eDocuments, you will want to review what was submitted prior to approving the apprentice. Although LCPtracker offers the ability to accept and reject eDocuments, this is not a requirement for approving an apprentice when using the Validation 21 functionality. It is based on the process the Project Administrator choose to enforce.

1. Click on the eDocuments tab and the "View Documents" button.
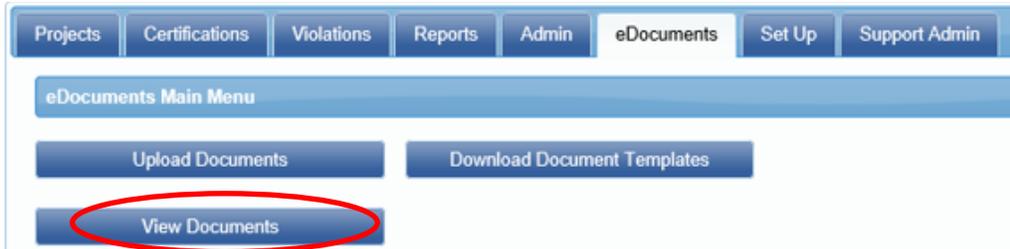
2. Choose your parameters from the available dropdown menus, such as:
    a. Department
    b. Project
    c. Contractor
    d. Document type (specific to the apprentice information you requested)
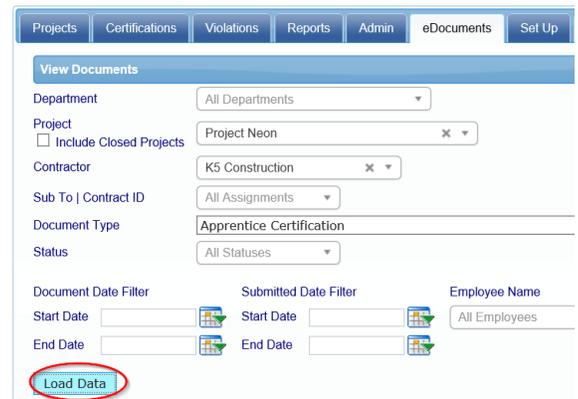
3. Click "Load Data". All applicable documents uploaded to eDocuments under the specific document type will appear.

4. Click on "View" to review apprentice certification. Note percentage, level or step of apprentice as well as date that the document or apprentice expires. This review allows you to confirm that an apprentice is:
    a. Enrolled in a USDOL/State/County/City/Local approved apprentice program
    b. Determine what step, level, period or percentage an apprentice is, and
    c. Determine how the apprentice fringes are paid

5. Once you have reviewed the uploaded document, you may approve or reject the eDocument by clicking on "Details".

<u>Note</u>: accepting an eDocument is not required for completing the apprentice approval process. It is up to the Admin if they choose to require this step be completed. To approve an Apprentice, please move to the next step within this document.

APPROVING APPRENTICES AS AN ADMIN OR PRIME APPROVER

ADMINISTRATOR STEP:

This section will typically be your last step if you are utilizing LCPtracker's apprentice abilities to its fullest. You may choose to opt out of completing these steps, but in doing so, you will have to ensure that the validations are not set to Notice/Enforce. If you do want to use all functionality available, continue with the below instructions.

Once you've added your Contractor's apprentice classification and wage/fringe rates, the last step is to "approve" the apprentice.

The Admin will determine how they want to enforce the apprentice approval based on how the Validation 21 is setup within the database.

VAL_21	Checks that apprentices have been approved.	YES	NOTICE	ENFORCE

VERY IMPORTANT: When utilizing Validation 21, it is crucial that the wage classification field has the word "Apprentice" or "Appr" in order for this validation to work correctly.

When a payroll has a classification with the words "Apprentice" or "Appr", the system will look to ensure the apprentice has been approved. If the approval has not been completed, it will flag the contractor with a notice. It is recommended that this validation be set to Notice/Enforce which is a hard stop and will not allow a contractor to certify their CPR's until the apprentice has been approved by the Admin or a Prime Approver. If you do not utilize this functionality, be aware that you are not using LCPtracker's apprentice abilities to its fullest potential.

When you are ready to complete the apprentice approval process, you will follow the steps below:

1. Click on the Admin Tab, then select the "Edit Employees" button.

2. Select the employee from dropdown menu.

3. Click on the section named "Apprentice Information". If your contractor has not already completed the apprentice information, you can enter the apprentice ID, apprentice rate, and apprentice period/level/step (i.e., 2nd period, 3rd step, 4th level) if known. This information is not a requirement for approving an apprentice nor will this information carry down to the CPR or be used for prevailing wage verification.   This is strictly informational.

4. Click on "Apprentice Approval" and select Approved or Rejected from the dropdown.
   Note: the system will automatically log the date of the approval and the Admin's name who approved or rejected the apprentice.

5. Enter the "Apprentice Expire Date" as you will not be able to save your file with this field blank.

6. Click "Save" at the bottom of the page.

APPRENTICE REPORTS

There are multiple apprentice reports available for both Administrators and Contractors. For detailed examples and directions on how to best utilize these reports, please see the most recent Reports Catalog, which is available under the "Training Materials >> Manuals/Quick Start Guides" section. Below listed are the reports that we have, listed by type of account.

Keep in mind that when entering a craft or classification in the system, it is looking for the words "Apprentice" or "Appr." when running reports. If you utilize the term "appr." for any other classification need (such as conformances, i.e., "USDOL appr.") the system will recognize this as an apprentice.

ADMINISTRATOR REPORTS

Apprentice Reports

1. Apprentice/Trainee List Report
2. Apprentice Hours Report by City
3. Apprentice Hours Report by Contractor
4. Apprentice Hours Report by Contractor 2
5. Apprentice Hours Report by Trade
6. Training Reimbursement Report

Special Reports

1. Daily Apprentice Ratio Report
2. Daily Apprentice Ratio Report 2

CONTRACTOR REPORTS

1. Apprentice Hours Report by City
2. Apprentice Hours Report by Contractor
3. Apprentice Hours Report by Trade
4. Apprentice/Trainee List Report.

Should you need additional assistance please contact our LCPtracker support team:

• 714-669-0052 option 4, or Live Chat, or Support@LCPtracker.com